

# **FORM : NBV2**

**St. Hilda's Services**  
**Grace Park Road**  
**Athlone N37 YR62**



**Queries to -**  
**Email Address :**  
**[vetting@sthildas.ie](mailto:vetting@sthildas.ie)**

## **Guidelines for Completing** **Vetting Invitation Form (NVB1)**

***Please read the following guidelines before completing the NVB1 Form.***

### **Miscellaneous**

- The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.
- The applicants signature must be a wet ink signature.
- Photocopies will not be accepted.
- All applicants will be required to provide documents to validate their identity.
- If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

### **Personal Details**

- Insert details for each field, allowing one block letter per box.
- For Date of Birth field, allow one digit per box.
- Please fill in your Email Address, allowing one character/symbol per box.
- This is required as the invitation to the e-vetting website will be sent to this address.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are now living at.
- The address fields should be completed in full, including Eircode/Postcode.  
No abbreviations.

### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will NOT suffice.

### **Declaration of Application**

- The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.
- An invitation to the e-vetting website will then be sent to your Email address from [evetting.donotreply@garda.ie](mailto:evetting.donotreply@garda.ie)

The **Identity Document Validation Form** section of this form must be completed by the person within St. Hilda's Services who are validating your Identity and Proof of Address Documents listed in Section 2.